



PO BOX 201706
Helena, MT 59620-1706
(406) 444-3064
FAX (406) 444-3036

Montana Legislative Services Division

Office of Research and Policy Analysis

EXHIBIT # 1
DATE 1/7/09
HB organizational meeting

TO: House State Administration Committee

FROM: Sheri Heffelfinger, Research Analyst, Legislative Services Division

DATE: January 7, 2009

SUBJECT: Introduction and Standing Committee Staffing

I am a nonpartisan research analyst in the Legislative Services Division; and I am pleased to be again be staffing the House State Administration Committee this session, my 9th regular session.

In support of the committee, it is my job to:

- ▶ draft amendments for committee action upon request of individual committee members;
- ▶ draft amendments for floor action on second reading bills;
- ▶ draft any committee bills;
- ▶ review each bill heard in the committee and advise the committee on:
 - ▶ constitutionality;
 - ▶ internal consistency;
 - ▶ possibility of conflict with existing provisions and other bills; and
 - ▶ compliance with other bill drafting provisions, such as grammar, punctuation, word choice, and statutory sentence structure;
- ▶ advise the committee on technical matters of committee procedure;
- ▶ staff any subcommittees of this committee;
- ▶ staff any conference or free conference committees on bills heard in our committee; and
- ▶ conduct research and analysis as requested on bills heard in the committee.

Although I try to assist the committee secretary with committee reports, I am not the secretary so I do not take minutes, keep official records of votes, schedule bills, notify sponsors of hearing times, or publicly notice the bills. When I am not staffing this committee, I continue to draft bills for individual legislators as assigned.

My office hours are usually from the time this committee adjourns to about 5:00 p.m. or later. Saturdays, I try to be in my office from about 1/2-hour before the floor session to 1/2-hour after the floor session, until later in the session when staff workload is lighter and Saturday duty is rotated among our staff.

I look forward to working with you. If you have any questions, please feel free to contact me at (406) 444-3596 or sheffelfinger@mt.gov.